

**ADMINISTRATIVE POLICIES GOVERNING THE ARIZONA  
WE THE PEOPLE THE CITIZEN AND THE CONSTITUTION PROGRAM**  
**Revised January, 2011**

The Arizona Foundation for Legal Services & Education serves as the official state sponsor of the ***We the People: The Citizen and the Constitution Program***. The program is funded, in part, under a grant from the U.S. Department of Education and the Arizona Supreme Court. The Center for Civic Education serves as the National program sponsor.

In the interest of ensuring fairness and uniformity in the administration, implementation and management of the program, the following policies have been adopted:

1. The Arizona Foundation for Legal Services & Education LRE Program Manager shall serve as the State Coordinator.
2. The State Coordinator shall work closely with district coordinators to ensure that policies, procedures, and in-service programs are carried out in a uniform and consistent manner and that they are of the highest quality.
3. The State Coordinator serves as the key contact to Senate offices in Arizona and in Washington, D.C.
4. In the event a district does not have a coordinator, the State Coordinator shall be responsible for managing the district until the position is filled. The State Coordinator will also serve as the key contact to the congressional offices in the event of a vacancy.
5. The State Coordinator may solicit input from district coordinators when filling coordinator vacancies. The final decision rests with the State Coordinator.
6. The Program Director is the key contact on all lobbying and matters dealing with appropriations and will coordinate lobbying efforts with the Center for Civic Education and appropriate members of Congress.
7. An individual may serve as a district coordinator and a teacher coach but cannot coordinate their district competition. Another individual will be appointed by the Foundation to serve in that capacity.
8. District coordinators are assigned to a congressional district by the State Coordinator and shall sign a yearly contract with the Arizona Foundation for Legal Services & Education. The State Coordinator may from time to time ask a District Coordinator to handle matters within another district.
9. A teacher may only be given one set of textbooks. If a teacher wishes to purchase additional textbooks, he or she may do so through the Center for Civic Education.

10. Teachers must attend a *We the People* in-service in order to receive a complementary set of textbooks.
11. District Coordinators serve as the key contacts to their respective congressional offices in Arizona and Washington, D.C.
12. The Arizona Foundation for Legal Services & Education *We the People* stationery is the official stationery for the Arizona program and is to be used by the state coordinator and district coordinators for all correspondence. Copies of correspondence are to be sent to appropriate parties.
13. There is no longer a registration fee for We the People!
14. Classes who cancel their participation in the competition after they have officially registered will not receive a refund. Classes who fail to appear at the competition after they have registered may be assessed any costs beyond the registration fee to cover the cost of lunches, programs and certificates. An invoice may be sent to the principal for payment.
15. Competition rounds are ten minutes in length. An official timer will be assigned to each judging panel. Timers will strictly adhere to the ten-minute timing period. Four minutes are devoted to the prepared testimony. During the four minute testimony, students may use notes no larger than 8 ½ x 11". No other written materials or texts may be used. If the four minutes are not utilized during the opening testimony phase, the remaining time shall be added to lengthen the follow-up questioning period. The follow-up questioning period is six minutes in length. Students may not use or refer to notes or any type of prepared materials. The timer will officially call the ten-minute period at the end of the round.
16. To promote fairness and consistency, every effort is made to recruit a cross section of members of the community to volunteer their time to serve as judges for the competition. To ensure that the students have a quality educational experience, individuals with expertise on the subject matter covered in the *We the People* textbook are most often asked to serve as a judge. Judges are assigned to a particular unit, provided a textbook and instructed to read the unit. Judges are provided with a set of competition questions, suggested follow-up questions, judging criteria and scoring instructions. New judges are required to attend an orientation session prior to the competition.
17. Teachers interested in videotaping the testimony of their students should secure parents' permission prior to doing so.
18. Each district will hold an Awards Ceremony. The number of classes competing will determine award numbers. If a minimum of six classes competes, first and second place winners will receive plaques. At the State competition, first through fourth place winners will receive trophies. Unit awards will be provided to classes with the highest score on individual units (excluding the winning 1<sup>st</sup>-4<sup>th</sup> place classes).

19. Congressional districts where one class is registered must have a hearing held in order for that class to be eligible for the state competition.